



**State of Utah**  
**Department of Human Resource Management**  
**AJ/AL EMPLOYEE AGREEMENT**

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Pursuant to statute (UCA:67-19) and the Utah Department of Human Resource Management Rules, this notice hereby specifies that the (Agency/Dept.) \_\_\_\_\_ has appointed

(Employee's Name) \_\_\_\_\_, herein referred to as "the employee";

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Soc Sec No: \_\_\_\_\_; On (Date) \_\_\_\_\_ as a (Position) \_\_\_\_\_

(Job Number) \_\_\_\_\_; in an (AJ/AL) \_\_\_\_\_ temporary schedule.

The employee will work \_\_\_\_\_ hours per week at a rate of \$ \_\_\_\_\_ per hour.

This temporary appointment shall commence on (Date) \_\_\_\_\_ and is limited in duration as explained below. The employee (will/will not) \_\_\_\_\_ receive benefits.

Schedule AJ employees are not eligible for benefits; benefits for schedule AL employees are optional per management discretion. Schedule AJ employees working half-time or greater are limited by DHRM Rules to a maximum of 1560 hours in any consecutive twelve month period. Schedule AJ employees working less than half-time do not have a limitation on the duration of their employment. Schedule AL employees are limited to working a maximum of two years or the time period of a funding limited project. The employee is here advised that the above temporary schedule position is exempted by law from the rights of a merit career service position. The employee is appointed and works at the will and pleasure of the hiring agency. The employee can be released from his/her appointment at any time without explanation and without just cause.

I have read and do understand the provisions contained in this notice of appointment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_